

## DEPARTMENT OF MEDICAL ASSISTANCE SERVICES EMPLOYMENT OPPORTUNITY

This Agency is charged with ensuring proper **MEDICAID** services to qualified recipients. Please visit our website and the Commonwealth of Virginia's website referenced below for additional information and qualifications.

### INFORMAL APPEALS AGENT

Role Title: Hearing and Legal Services Officer III

Position #W0581

Pay Band 6, Level I, Hiring Range: \$26.24 - \$37.00 per hour

HOURLY POSITION – NO STATE BENEFITS

**Closing Date: August 10, 2015**

Appeals Division seeks **two (2) qualified candidates** to be directly responsible for analyzing and processing requests for Informal Appeals to the Agency, under the Virginia Administrative Process Act. This position prepares written decisions that are correct and clear in the application of state and federal laws, regulations, and policies. Decisions are written within statutory, regulatory, and department time frames. Interested candidates must have comprehensive knowledge of legal research methodologies, including computerized legal research. Requires comprehensive knowledge of the law and legal system, preferably administrative law and appeals procedures. Must have considerable knowledge of acceptable methods of interviewing, controlling small groups, or conducting hearings. Requires experience interpreting, applying, and analyzing complex laws, regulations, policies, or case law. Must have demonstrated experience meeting strict time frames, prioritizing workload, and working effectively as part of a team. Must be proficient using the PC and word processing applications and possess outstanding written and verbal communication abilities. Prefer advanced degree in law, health care, finance, business, accounting, or related field. Requires current Virginia law license. **This is an hourly position limited to six (6) months and 29 hours per week.**

### ONLINE STATE APPLICATION REQUIRED

Resumes will not substitute for state applications. DMAS will only accept online applications submitted through the RMS by 11:59 p.m. on the referenced closing date. Faxed, emailed, or hand delivered applications or resumes will not be accepted and resumes will not substitute for a complete state application. Applications must include complete work history, including periods of unemployment if applicable. Consideration for an interview is based solely on the information within the application.

Receptionist: 804-786-5408, TDD 800-343-0634

#### **Web Sites for Vacancy Listings**

RMS: <http://jobs.agencies.virginia.gov/applicants/Central?search=602>

DMAS: <http://www.dmas.virginia.gov/Content/pgs/ab-emp.aspx>

**Applicants needing accommodation to apply for openings should contact the DMAS receptionist for additional information.**

**EEO/AA/ADA**